

BARNEGAT TOWNSHIP SCHOOL DISTRICT

Barnegat, New Jersey
County of Ocean

**Auditor's Management Report on Administrative Findings -
Financial, Compliance and Performance
YEAR ENDED JUNE 30, 2021**

**MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
FINANCIAL, COMPLIANCE AND PERFORMANCE**

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**AUDITOR'S MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

Honorable President and Members
of the Board of Education
Barnegat Township School District
County of Ocean
Barnegat, New Jersey 08005

We have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Barnegat Township School District in the County of Ocean for the year ended June 30, 2021, and have issued our report thereon dated March 11, 2022.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the School District's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully Submitted,

HOLMAN FRENIA ALLISON, P.C.

Matthew F. Holman
Certified Public Accountant
Public School Accountant, #20CS00260100

Lakewood, New Jersey
March 11, 2022

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**ADMINISTRATIVE FINDINGS -
FINANCIAL, COMPLIANCE AND PERFORMANCE**

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the School District's CAFR.

Official Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Steve Brennan	Board Secretary/School Business Administrator	\$ 273,000.00
Patricia Christopher	Treasurer	310,000.00

Tuition Charges

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated costs. The School District made a proper adjustment to the billings to sending districts for the decrease in per pupil cost in accordance with *N.J.A.C.6A:23A-17.1(f)3*.

Financial Planning, Accounting and Reporting

Examination of Claims

A sample examination of claims paid during the period under the review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account

The net salaries of sampled employees of the board were deposited in the Payroll Account. Employee's payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

Sampled payrolls were approved by the Superintendent and were certified by the President of the Board and the School Business Administrator/Board Secretary.

Sampled salary withholdings were promptly remitted to the proper agencies, including health benefits premium amounts withheld due to the general fund.

Payrolls were delivered to the School Business Administrator/Board Secretary who then deposited with warrants in separate bank accounts for net payroll and withholdings.

Employee Position Control Roster

A sample inquiry and subsequent review of the Position Control Roster found no inconsistencies between the payroll records, employee benefit records (e.g. pension reports and health benefit coverage reports), the general ledger accounts to where wages are posted (administrative versus instruction), and the Position Control Roster.

Reserve for Encumbrances and Accounts Payable

A sample of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No exceptions were noted.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23 A-16.29(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of a sample of expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed, a transaction error rate of 0% percent overall was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

Board Secretary's Records

Our review of the financial and accounting records maintained by the board secretary were found to be in satisfactory condition.

Treasurer's Records

Our review of the financial and accounting records maintained by the Treasurer of School Monies were found to be in satisfactory condition.

Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (I.A.S.A.) as Reauthorized by the No Child Left Behind Act of 2001.

The E.S.E.A. / N.C.L.B. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I, II and III of the Elementary and Secondary Education Act as amended and reauthorized.

T.P.A.F. Reimbursement

Our audit procedures included a sample test of the biweekly reimbursements forms filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the school district to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 90 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A.18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general is available on the website: <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>

Current statute is posted on the New Jersey Legislature website at: http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headigswithhits=on&infobase=statutes.nfo&sofpage=TOC_Frame_Pg42

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$44,000 (with a Qualified Purchasing Agent) and \$32,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$19,600 for 2020-21.

The district board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

Based on the results of our tests on sample basis, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provision of N.J.S.A. 18A:18A-4.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

School Food Service

The school food service program was selected as a major federal and/or state program..

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions noted.

Cash receipts and bank records were reviewed on a sample basis for timely deposit.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed on sample basis and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions noted.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. No exceptions noted.

The SFA recorded and maintained separate supporting documentation for additional costs (food, supplies, transportation, etc.) applicable to the implementation of the COVID-19 meal service under SSO or SFSP program requirements.

The FSMC did not apply for and receive a loan in accordance with the Payroll Protection Plan and did/did not use the funds to pay for costs applicable to the Food Service Programs. The PPP loan was/was not subsequently forgiven and the FSMC did/did not refund or credit the applicable amounts to the SFA.

Finding 2021-001

Net cash resources did exceed three months average expenditures.

Recommendation:

The School District should not have cash which exceeds three months worth of average expenditures in their bank account.

Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education/board of trustees. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were/were not submitted/certified in a timely manner.

School Food Service (continued)

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications /or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

USDA Food Distribution Program (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

The Statement of Revenues, Expenses, and Changes in Net Position (CAFR Schedule B-5) does separate program and non-program revenue and program and non-program cost of goods sold.

The School District maintains the detailed revenue and expenditure information necessary in order to execute the USDA mandated Non-Program Food Service Revenue Tool at least annually.

Exhibits reflecting the Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section B of the CAFR.

Student Body Activities

Our review of the financial and accounting records for student activities indicated they were in satisfactory condition.

Application for State School Aid (ASSA)

Our audit procedures included a sample test of information reported in the October 15, 2020 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped and low-income, and bilingual. We also performed a review on a sample basis of the School District's procedures related to its completion. The information on the ASSA was compared to the School District workpapers without exception. The information that was included on the workpapers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments

The School District maintained workpapers on the prescribed state forms of their equivalent.

The School District written procedures appear to be adequate for the recording of student enrollment data.

Pupil Transportation

Our audit procedures included a sample test of on roll status reported in the 2020-2021 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a sample of transportation contracts and purchases. Based on our sample, the School District complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our sampling of transportation related purchases of goods and services.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were/were not submitted/certified in a timely manner.

Follow-up on Prior Year Findings

In accordance with audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey, our procedures included a review of all prior year findings reported in the prior year's Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance. There were no prior year findings.

Office of Fiscal Accountability and Compliance (OFAC) Findings

There were no Office of Fiscal Accountability and Compliance (OFAC) audit reports issued during the fiscal year ended June 30, 2021.

Acknowledgment

We received the complete cooperation of all the officials of the school district and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully Submitted,

HOLMAN FRENIA ALLISON, P.C.

Matthew F. Holman
Certified Public Accountant
Public School Accountant, #20CS00260100

Lakewood, New Jersey
March 11, 2022

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ADDITIONAL INFORMATION

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**BARNEGAT TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020**

	2020-2021 Application for State School Aid						Sample for Verification						Private Schools for Disabled						
	Reported on A.S.S.A. On Roll		Workpapers		Errors		Reported on Selected from Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools		Sample Verification		Sample Errors		
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	
Full Day Preschool - 3 Yrs	92	-	92	-	-	-	8	-	8	-	-	-	-	-	-	-	-	-	
Full Day Preschool - 4 Yrs	146	-	146	-	-	-	12	-	12	-	-	-	-	-	-	-	-	-	
Full Day Kindergarten	232	-	232	-	-	-	20	-	20	-	-	-	-	-	-	-	-	-	
One	232	-	232	-	-	-	20	-	20	-	-	-	-	-	-	-	-	-	
Two	204	-	204	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	
Three	205	-	205	-	-	-	18	-	18	-	-	-	-	-	-	-	-	-	
Four	210	-	210	-	-	-	18	-	18	-	-	-	-	-	-	-	-	-	
Five	204	-	204	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	
Six	226	-	226	-	-	-	19	-	19	-	-	-	-	-	-	-	-	-	
Seven	221	-	221	-	-	-	19	-	19	-	-	-	-	-	-	-	-	-	
Eight	209	-	209	-	-	-	18	-	18	-	-	-	-	-	-	-	-	-	
Nine	182	-	182	-	-	-	16	-	16	-	-	-	-	-	-	-	-	-	
Ten	200	-	200	-	-	-	17	-	17	-	-	-	-	-	-	-	-	-	
Eleven	175	12	175	12	-	-	17	-	17	-	-	-	-	-	-	-	-	-	
Twelve	180	15	180	15	-	-	18	-	18	-	-	-	-	-	-	-	-	-	
Subtotal	2,918	27	2,918	27	-	-	254	-	254	-	-	-	-	-	-	-	-	-	
Special Ed - Elementary	219	-	219	-	-	-	19	-	19	-	-	-	-	4	3	-	-	-	
Special Ed - Middle School	142	-	142	-	-	-	12	-	12	-	-	-	-	2	2	-	-	-	
Special Ed - High School	158	33	158	33	-	-	14	-	14	-	-	-	-	15	13	-	-	-	
Subtotal	519	33	519	33	-	-	45	-	45	-	-	-	-	21	18	-	-	-	
Totals	3,437	60	3,437	60	-	-	299	-	299	-	-	-	-	21	18	-	-	-	
Percentage Error					0%			0%						0%					0%

**BARNEGAT TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020**

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A as LEP Low Income	Reported on Workpapers LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Preschool 3 Yrs	-	-	-	-	-	-	-	-	-	-	-	-
Half Day Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-
Full Day Kindergarten	70	70	-	18	18	-	5	5	-	4	4	-
One	82	82	-	22	22	-	2	2	-	2	2	-
Two	57	57	-	15	15	-	2	2	-	2	2	-
Three	54	54	-	15	15	-	2	2	-	2	2	-
Four	72	72	-	19	19	-	1	1	-	1	1	-
Five	67	67	-	17	17	-	2	2	-	2	2	-
Six	58	58	-	15	15	-	-	-	-	-	-	-
Seven	62	62	-	16	16	-	1	1	-	1	1	-
Eight	50	50	-	13	13	-	-	-	-	-	-	-
Nine	41	41	-	10	10	-	1	1	-	1	1	-
Ten	41	41	-	11	11	-	-	-	-	-	-	-
Eleven	47	47	-	12	12	-	2	2	-	2	2	-
Twelve	57.5	57.5	-	16	16	-	-	-	-	-	-	-
Subtotal	758.5	758.5	-	199	199	-	18	18	-	17	17	-
Special Ed - Elementary	82	82	-	21	21	-	1	1	-	-	-	-
Special Ed - Middle School	56	56	-	14	14	-	-	-	-	-	-	-
Special Ed - High School	75	75	-	20	20	-	-	-	-	-	-	-
Subtotal	213	213	-	55	55	-	1	1	-	-	-	-
Totals	971.5	971.5	-	254	254	-	19	19	-	17	17	-
Percentage Error	0.00%			0.00%			0.00%			0.00%		

Transportation

	Reported on DRTRS by DOE/County		Reported on DRTRS by District		Errors		Tested		Verified		Errors	
	1,106	144	1,106	144	-	-	200	26	200	26	-	-
Reg. - Public Schools, col. 1	1,106	144	1,106	144	-	-	200	26	200	26	-	-
Reg. - Sp Ed, col. 4	35	35	35	35	-	-	7	7	7	7	-	-
Transported - Non-Public, col. 3	46	46	46	46	-	-	8	8	8	8	-	-
AIL - Non Public	174	174	174	174	-	-	31	31	31	31	-	-
Special Ed Spec, col. 6	1,505	1,505	1,505	1,505	-	-	272	272	272	272	-	-
Totals	1,505	1,505	1,505	1,505	-	-	272	272	272	272	-	-
Percentage Error	0.00%			0.00%			0.00%			0.00%		

BARNEGAT TOWNSHIP SCHOOL DISTRICT
SCHEDULE OF AUDITED ENROLLMENTS
APPLICATION FOR STATE SCHOOL AID SUMMARY
ENROLLMENT AS OF OCTOBER 15, 2020

	Resident LEP NOT Low Income				Sample for Verification		
	Reported on A.S.A as LEP Not Low Income	Reported on Workpapers LEP Not Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors	
Full Day Kindergarten							
One	6	6	-	-	-	-	-
Two	5	5	-	3	3	3	-
Three	4	4	-	4	4	4	-
Four	2	2	-	2	2	2	-
Five	2	2	-	2	2	2	-
Six	2	2	-	2	2	2	-
Seven	-	-	-	-	-	-	-
Eight	1	1	-	1	1	1	-
Nine	2	2	-	2	2	2	-
Ten	2	2	-	2	2	2	-
Eleven	3	3	-	3	3	3	-
Twelve	3	3	-	3	3	3	-
Other	1	1	-	1	1	1	-
Subtotal	-	-	-	-	-	-	-
	33	33	-	25	25	25	-
Special Ed - Elementary	3	3	-	-	-	-	-
Special Ed - Middle School	-	-	-	-	-	-	-
Special Ed - High School	-	-	-	-	-	-	-
Subtotal	3	3	-	-	-	-	-
Totals	36	36	-	25	25	25	-
Percentage Error			0.00%				0.00%

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Barnegat Township School District
Net cash resources did/did not exceed three months of expenditures
Proprietary Funds - Food Service
FYE 2021

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	*	Current Assets	
B-4		Cash & Cash Equiv.	\$ 518,540.21
B-4		Due from Other Gov'ts	-
B-4		Accounts Receivable	102,644.48
B-4		Investments	-
CAFR		Current Liabilities	
B-4		Less Accounts Payable	-
B-4		Less Accruals	-
B-4		Less Due to Other Funds	-
B-4		Less Unearned Revenue	-
		Net Cash Resources	\$ 621,184.69
			(A)

Net Adj. Total Operating Expense:

B-5	Tot. Operating Exp.	1,120,709.21	
B-5	Less Depreciation	(28,499.99)	
		Adj. Tot. Oper. Exp.	\$ 1,092,209.22
			(B)

Average Monthly Operating Expense:

	B / 10	\$ 109,220.92	(C)

Three times monthly Average:

	3 X C	\$ 327,662.77	(D)

TOTAL IN BOX A	\$	621,184.69	
LESS TOTAL IN BOX D	\$	(327,662.77)	
NET	\$	293,521.92	
From above:			
A is greater than D, cash exceeds 3 X average monthly operating expenses.			
D is greater than A, cash does not exceed 3 X average monthly operating expenses.			

* Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form

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REGULAR DISTRICT (continued):

SECTION 3

Restricted Fund Balance - Excess Surplus *** [(U1)-(M)] IF NEGATIVE ENTER -0-] \$ 3,561,226.00 (E)

Recapitulation of Excess Surplus as of June 30, 2021

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures ** \$ 3,322,870.00 (C3)
Reserved Excess Surplus *** [(E)] \$ 3,561,226.00 (E)

Total Excess Surplus [(C3)+(E)] \$ 6,884,096.00 (D)

Footnotes:

*Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:

- (H) Federal Impact Aid. The passage of P.L.2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2016 the Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve - General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
- (I) Sale and Lease-back (Refer to the Audit Program Section II, Chapter 10);
- (J1) Extraordinary Aid;
- (J2) Additional Nonpublic School Transportation Aid;
- (J3) Recognized Current Year School Bus Advertising revenue; and
- (J4) Family Crisis Transportation Aid.

Detail of Allowable Adjustments

Extraordinary Aid \$ 863,819.00 (J1)
Additional Nonpublic School Transportation Aid \$ 10,150.00 (J2)

Total Adjustments [(H)+(I)+J1)+(J2)+(J3)+(J4)] \$ 873,969.00 (K)

** This amount represents the June 30, 2021 Excess Surplus (C3 above) and must be included in the Audit Summary Line 90031.

*** Amounts must agree to the June 30, 2021 CAFR and must agree to Audit Summary Line 90030.

**** Amount for Other Restricted Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by another type of government, such as the judicial branch of government, must have departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.

REGULAR DISTRICT (continued):

Detail of Other Restricted Fund Balance

Statutory Restrictions:

Capital Reserve	\$ 2,118,664.00
Maintenance Reserve	\$ 2,946,723.00
Reserve for Unemployment Fund	\$ <u>883,110.25</u>
Total Other Restricted Fund Balance	\$ <u>5,948,497.25</u> (C4)

**BARNEGAT TOWNSHIP SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
YEAR ENDED JUNE 30, 2021**

SCHOOL DISTRICT

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

Finding 2021-001

The School District should not have cash which exceeds three months worth of average expenditures in their bank account.

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

No Prior Year Audit Findings/Recommendations